PRISM by Building Engines

Tenant Guide - Prism for Tenants App

Prism is a web-based suite of tools that links you to your Property Management team. The Prism for Tenants app allows you to track your work orders on the go!



1. Welcome!

Your property administrator will send you a welcome email inviting you sign into Prism.

Simply click on Accept Invitation to complete your Prism profile and log in! You will need to log in via the web before accessing the Prism for Tenants app.

	Visit <u>buildingengines.com</u>
YOU'RE INVITED!	
Elizabeth Touhey has added you to the Building Engines platform for Building Engines Headquarters as a tenant of Susie's Coffee Shop.	
Accept invitation	

First Name *	
Sue	
Last Name *	
Smith	
Email *	
Phone *	
Mobile number is required to send and receive text m	sessages.
(617) 555-1212	Mobile 🗸
Password *	
Passwords must be at least 8 characters and contain	n at least one number.
Choose Password	0
Confirm Password *	
Choose Password	۵
By clicking Sign Up, you agree to Service. Cookie Polic	the Building Engines Terms of

2. Download the app

Search for "Prism for Tenants" in the Apple App store or Google Play store.



3. Sign in!

Sign into Prism for Tenants using the same log in credentials you set up in step 1.



78% 🗖

4. Create a work order

Select create work order and Prism will prompt you for all the information needed.

Add Photos (Optional)	
~	
Add Photo	
Issue Type	
All Issue Types	~
Details	
Describe what is happening	
Building	
465 Huntington Ave	
Floors	
Choose Floor	~
Space (Optional)	
Choose Space	
Create Work Order	

7:23 PM

New Work Orde

VZW Wi-Fi 🛜

5. Get the details

Select work orders to view status updates, comments from your property management team, and any other useful information.



When the work order is complete, your property management team may send you an email to rate their work.

Choose the appropriate star rating and you will be able to add additional comments.

7. Bengie Will Help You Now

Don't forget about Bengie, your virtual building assistant! Bengie can provide building information, enter work orders and more. Simply text "Hi Bengie" to B-E-N-G-I-E (236443)* to get started. Bengie will help you do a one-time link to your Prism account so you can get started right away. *Message and data charges may apply (1 message/request). Reply UNSUBSCRIBE to optout or HELP for help.





PRISM

How Did We Do?

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